

POLICY TITLE: Employment			NUMBER 101.00
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Policy Statement: It is the policy of the City of Houston to recruit, screen and select, transfer, promote, layoff, and terminate employees in the best interests of the City of Houston. This policy shall be administered in accordance with applicable compliance provisions, federal legislation, Executive Orders and judicial decisions, and applicable City ordinances. All employment practices shall be applied in accordance with the City of Houston's policy on and commitment to affirmative action and without regard to race, color, religion, sex, national origin, age, handicap, or due to one's status as a qualified Vietnam Era veteran or otherwise disabled veteran.

Policy Basis: General employment philosophy derived from existing rules and regulations.

Policy Amplification: The placement and selection function shall be centrally administered by the Personnel Department through the Director of Personnel.

With input from affected management staff and with the development of requirements which reflect properly an applicants ability to perform, the City of Houston through the Personnel Department reserves the right to create and set minimum qualifications for all positions; to conduct employment and background verifications and investigations as appropriate; to develop and administer testing and examination procedures deemed pertinent and relevant to the performance of any given task; and to establish fair and equitable salary ranges. The Personnel Director shall further have the authority to disqualify from the selection process any applicant found to have falsified or misrepresented information on an application for employment.

Although the Personnel Director shall make applicant referrals and recommendations, the authority to make final decisions on selection shall rest with the department head or designate of the department in which the applicant will work. While individual department heads or designates are free to discuss salary and job possibilities with applicants, formal offers of employment and associated starting salaries extended on behalf of the City shall be extended only by the Personnel Director or designate after appropriate discussion(s) with other affected management and supervisory staff to confirm the applicant's suitability and salary requirements.

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In no case shall job offers be made to fill unbudgeted and/or unauthorized positions nor shall actual dollars budgeted for personnel needs be exceeded. It shall be the joint responsibility of the Personnel Director and the fiscal officer of each City department to control employment in conformity with approved and adopted budgets.

Policy Compliance: All employees through the department/division director shall comply from policy date forward.

Policy Exception: Policy exceptions and/or violations shall be brought to the attention of the Personnel Director for review and recommended course of action.